



Topic: Email Etiquette Vs. Text

1. Download Email vs Text Power point
 1. Slide #2 and #3 Discuss
 - a. Ask the person you support; “Which One Is Better for You to Communicate With?”
 - b. Ask the person you support if they agree with the statement on the slide. Is Texting the best way to receive real time communication (instant communication)
 2. Slide #4
 1. Ask the person you support; “*When is email more appropriate than texting?*”
 1. Help the person you support think on times when it is more appropriate to Text someone? versus When should you Email Someone?
3. Watch “Email Etiquette” Video
4. Go through Slides #5 - #7
5. After Reading Slide #8, Go to SharePoint and Click on “Email vs Text Wrksht Guide”.
 1. This Guide is a preview to the two worksheets created for this lesson.
 2. Make sure to go over the guide, the worksheets will be the exact same, just accessible to type on.
6. Go back to SharePoint and **Right Click on the Translating Text Worksheets” and Click DOWNLOAD**
 1. Go through instructions with the person you support for the first activity “Translating Text Worksheets”
7. After Completing the First Worksheet “Translating Text Worksheets” Go Back to SharePoint and Look for the “Email Etiquette Study Guide Worksheet”
8. **Right Click on the “Email Etiquette Study Guide Worksheet” and Click DOWNLOAD**
9. After Completing the second worksheet Watch the “Recap Video”
10. Exit Card.